



### **Internship Opportunity at Reconciled**

Are you looking for a rewarding internship experience in the field of bookkeeping and accounting? Reconciled is seeking talented and motivated interns to join our dynamic team and gain hands-on experience in the world of **financial services, communications, and social media!**

#### **About [Reconciled](#):**

Reconciled is a leading provider of efficient bookkeeping and accounting services for small to medium sized businesses. Our mission is to help entrepreneurs thrive through efficient and reliable accounting services for their organizations. We aim to empower business owners by helping them manage their financials with accuracy, reliability, and peace of mind. With our innovative use of technology and a team of dedicated professionals, we are revolutionizing the way businesses approach their financial management.

#### **Internship Details:**

As an intern at Reconciled, you will have the opportunity to work alongside experienced professionals in a supportive and collaborative environment. You will gain practical skills and knowledge in bookkeeping, team collaboration and the latest accounting software. This internship is designed to provide you with valuable hands-on experience and insights into the day-to-day operations of a successful financial services firm.

#### **Opportunities:**

- Accounting Specialist
- Communication Specialist
- Social Media Specialist

#### **We are looking for interns who have:**

- Analytical and problem-solving skills
- Excellent attention to detail and organizational abilities
- Strong verbal and written communication skills
- Ability to work independently and collaboratively in a team setting
- Positive attitude and eagerness to learn and grow

#### **Benefits:**

- Hands-on experience in bookkeeping and accounting, communications or social media
- Exposure to cutting-edge technology and industry-leading practices
- Mentorship and guidance from experienced professionals
- Networking opportunities with industry experts
- Letter of recommendation upon successful completion of the internship
- Possibility of future employment opportunities with Reconciled

#### **How to Apply:**

To apply for this internship opportunity, please email your resume to [hadmin@reconciled.com](mailto:hadmin@reconciled.com). Feel free to highlight your relevant experience and let us know why you are interested in interning at Reconciled! Please include "Internship Application" in the subject line.

## **Communication Specialist Internship**

Reports to: Human Resource Coordinator  
Status: PT Intern, minimum 12 weeks  
Pay Rate: \$17/ hour

The Communication Specialist is responsible for designing tools to help implement our annual communication strategy. The goal is to reach employees with information supporting their professional, personal and emotional well-being, recognizing the different preferred communication styles.

### Responsibilities:

- Gather information from HR Coordinators regarding required and desired messages
- Create functional document for HR track
- Develop aesthetically pleasing templates for annual messages
- Audit email signatures of staff to confirm consistency

### Requirements:

- Strong organizational skills
- Experience with common computer platforms, including Microsoft and Google tools
- Strong interest in written communication
- Verbal communication skills
- Access to high-speed internet